



**CITY OF VISALIA
CAREER OPPORTUNITY**

Management Analyst – HR/RISK

**DEADLINE: OCTOBER 3, 2025
12:00 PM**

THE IDEAL CANDIDATE

The ideal candidate will have significant professional level human resources and/or risk management experience, preferably in a public sector setting, and a bachelor’s degree in a related field. Along with technical expertise, the ideal candidate will be a self-directed, strong relationship builder with excellent communication skills, customer focused, creative, analytical, organized, tech savvy, and results driven. Effectively managing and prioritizing multiple projects and deadlines as well as possessing good judgment in making thoughtful decisions is critical.

Annual Salary:
\$100,509–\$126,357

Find out more and apply
at visalia.city/careers



THE DIVISION

The City of Visalia's Administrative Services Department is comprised of three key divisions: Human Resources, Risk Management, and Communications. The Management Analyst HR/Risk plays a vital role in supporting both the Human Resources and Risk Management divisions. These divisions include personnel management, payroll, risk management, insurance, workers' compensation, and workplace safety. The dedicated staff of ten work collaboratively and continually strive to provide exceptional service to the public and City's workforce of approximately 700 full-time employees.

THE POSITION

The position functions as a professional-level resource for the organization, providing technical direction, advice, and support in all aspects of division operations. Program areas include:

- Recruitment and selection
- Class and compensation
- Labor relations and employee relations
- Risk management and workers compensation
- Benefits administration

As part of the division's leadership team, the Management Analyst independently oversees programs and activities; evaluates procedures to ensure efficient operations; develops and implements policies and procedures; analyzes and interprets MOUs, policies, and laws; performs complex assignments and serves in a lead capacity.

Upcoming challenges facing the division relate to improving recruitment and retention, enhancing employee engagement, implementing new technology, workers compensation and employee benefits, safety operations and regulatory changes.

EDUCATION & EXPERIENCE

Any combination of equivalent experience and education that could likely provide the required knowledge, skill and ability is qualifying. A typical way to obtain the knowledge, skill and ability would be:

- Three (3) years of high level administrative and analytical experience in the field of human resources, personnel management and/or risk management.
- Equivalent to a Bachelor's degree from an accredited college or university with major work in public or business administration, human resources, finance, or a closely related field.

ADDITIONAL INFORMATION

For planning purposes, the recruitment process will include an interview/assessment scheduled for October 9, 2025.



BENEFITS & COMPENSATION

- \$8,376 - \$10,530 monthly
- CalPERS Retirement Program
- Health, Dental, Life & Vision Ins.
- Longevity Pay

WELLNESS & ENGAGEMENT CULTURE

- Onsite City Health & Wellness Clinic
- Paid Holidays, Vacation, Admin Leave and Sick Leave
- Recognition and employee appreciation events

SUPPORT FOR CONTINUOUS LEARNING

- Tuition Reimbursement
- Continuous training and leadership opportunities

A better way of living.

THE CITY OF VISALIA IS AN EQUAL OPPORTUNITY EMPLOYER

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Contact us

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